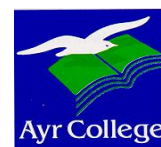


# JOB DESCRIPTION



**JOB TITLE:** Workforce Planning & Development Manager

**SECTION:** Human Resources

**REPORTS TO:** Director of Human Resources

## MAIN PURPOSE OF JOB

- a) To lead the College Workforce Planning and Development provision (including all timetabling and staff development activity)
- b) To coach and advise managers in all aspects of workforce planning and development
- c) To lead the development and promotion of workforce planning and development initiatives within the College
- d) To take the lead role in HR systems administration, liaising with others internally and externally as appropriate, eg payroll, system providers
- e) To support the Director of Human Resources, representing the College externally as required
- f) To contribute to the development of the HR strategy, managing the effective implementation of supporting operational plans and processes

## MAIN DUTIES

- To lead, develop, implement and maintain effective and efficient workforce management, development and knowledge management policies and processes which reflect and support the delivery of College priorities and objectives
- To provide ad hoc advice to managers and employees on workforce planning, development and knowledge management matters
- To work with others to establish, implement and maintain appropriate systems for monitoring, evaluating and reporting on performance and value for money within agreed formats and timescales
- To maintain up to date knowledge of workforce planning, development and knowledge management practice eg advising and implementing new/updated policies and processes as appropriate
- To manage the staff development budget to maximum effect utilising sound evaluation mechanisms and taking into account of strategic aims and priorities
- To ensure the necessary administration and supporting systems are accurately and securely maintained at all times
- To act as lead system administrator for the HR information and timetabling systems, ensuring sound security and maximum use of available functionality

- To line manage and develop direct report/s within the HR team
- To take the lead role in developing, managing and facilitating the provision of development support and mentoring, eg the teacher training support team
- To develop and deliver development activities at all levels across the College
- To ensure a library of resources to support relevant development activities, including e-learning is developed and maintained
- To develop and deliver workforce planning and development communication which proactively engages relevant employees in new initiatives and/or change
- To continuously develop and manage the provision of cost effective development and knowledge management activities which support the College strategy, including management development, succession planning and teacher training support
- To manage your own professional development, with support from the Director of Human Resources
- To carry out other such duties as may reasonably be decided from time to time by the Director of Human Resources

As a term of your employment you may be required to undertake such other duties as may (reasonably) be required of you in the post and section mentioned above or in another post in any of the College's other sections or divisions.

## **SALARY**

This Job Description is subject to review as part of the appraisal of the College. This is a description of the job as it is at present constituted. It is the practice of the College to periodically examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to him or her. You will therefore be expected to participate fully in such discussions. It is the organisation's aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to make reasonable changes to your job description after consultation with you.

I agree that this job description is an accurate reflection of my post.

I agree that in the event of my job description being subject to review, I will be consulted during the process.

Signed ..... Date .....  
(Job Holder)

Signed ..... Date .....  
(Line Manager)

**PERSON SPECIFICATION**

- Ideally degree qualified
- Able to demonstrate high standards of professionalism in all activities undertaken, displaying an approachable, fair and confidential attitude
- Able to role model effective learning and teaching practice
- Preferably TQFE qualified
- Sound working knowledge of relevant teacher training qualifications and quality processes
- Experience of managing others
- Experience of operating timetabling and/or HR database systems including analysing data and producing reports from the system
- Fully proficient in Microsoft Office including Word, Outlook, Excel and Powerpoint
- Strong communication and negotiation skills, including written, oral, email and presentation skills
- Excellent administration skills
- Proven management capability, able to lead workforce planning and development activity across the College
- Able to role model effective people management/leadership skills and establish credibility with key players
- Capable of hands on problem solving, with an ability to generate appropriate, effective solutions
- Able to cope with competing demands and to effectively prioritise workload of self and team
- Solutions orientated and 'can-do' approach
- Able to deliver multiple projects and be a flexible and reliable team player
- Prepared to work variable hours when necessary in order to meet the requirements of the post.